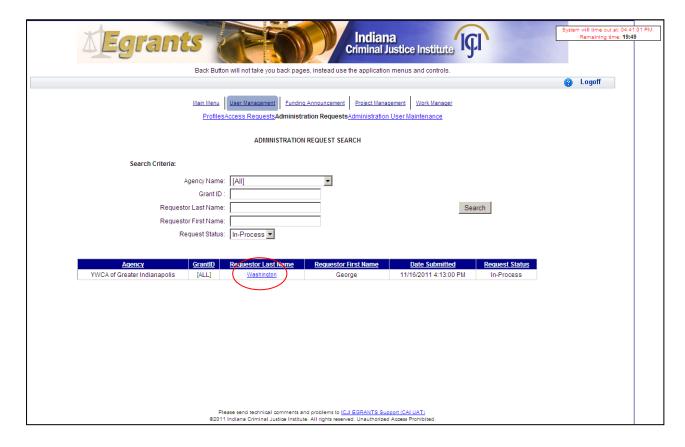# ICJI Egrants User Management
Agency User Manager's Access Request Approval Quick Start Guide

1. Click on the **User Management** tab on the menu bar. You will be transferred to the <u>User Access Request</u> page.

2. Click on the Administration Requests hyperlink below the Main Menu. You will be transferred to the <u>Administration Request Search</u> page.

3. Enter some information that will allow you to find a request. You may search on the **Agency Name** (by selecting your agency from the dropdown list), the **Grant ID** number, the **Requestor Last Name**, the **Requestor First Name** or the **Request Status**. You can also enter partial information in the text boxes. For example if you want a listing of all people whose last names begin with the letter "P" just enter "P" in the "Requestor Last Name" box.) You may use any combination of criteria to search, but most agencies will find it easiest to select their agency name from the dropdown, or to select "In-Process" in the status box.

4. Click on the **Search** button. Records that match your criteria will be displayed in the grid. If there are no records that match your criteria, the message "No records found!" will be displayed above the grid.

5. From the grid select the record of the individual that you wish to work with by clicking the **Requestor Last Name** hyperlink. You will be transferred to the <u>Administration Agency Request Detail page</u>.

6. Enter a response in the Administrator Comments textbox in the middle of the page. This is a required field. If you do not enter something in this box you will receive a validation message telling you that comments are required.

7. The grid will display the requests that the Requestor Name listed above is making. The Grant ID that they are requesting access for will be listed as well as the roles.

8. In the Approve/Deny* column is a dropdown box. Make your selection to approve or deny the requestor access. When you are finished, click on the "Save" button at the bottom of the page.